



CITY OF ATLANTA

Kasim Reed
Mayor

SUITE 1900
55 TRINITY AVENUE, SW
ATLANTA, GA 30303
(404) 330-6204 Fax: (404) 658-7705
Internet Home Page: www.atlantaga.gov

DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB
Chief Procurement Officer
asmith@atlantaga.gov

June 25, 2012

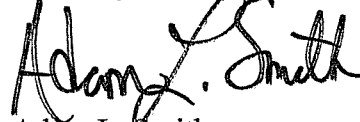
Dear Potential Proponents:

Re: FC-5900, Citywide HVAC Services

Attached is one (1) copy of **Addendum Number 1**, hereby made a part of the above-referenced project.

For additional information, please contact Mr. Wendell Bryant, Contracting Officer, at (404) 330-6127 or by email at wambryant@atlantaga.gov.

Sincerely,


Adam L. Smith

kp63

ALS/wamb

cc: Mr. Billy Warren
Mr. Karen Hansberry-White

ADDENDUM NO. 1

This Addendum No. 1 forms a part of the Request for Proposals and modifies the original solicitation package and any prior Addenda as noted below and is issued to incorporate the following:

1. Questions & Answers; and
2. Revised Cost Proposal Sheet.

Addendum No. 1 for **FC-5900, Citywide HVAC Services** is available for pick-up in the Plan Room: City Hall, 55 Trinity Avenue, Suite 1900.

Proposals are due on Thursday, June 28, 2012, and should be time stamped in no later than 1:59 p.m. and delivered to the address listed below:

Adam L. Smith, Esq., CPPO, CPPB
Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, S. W.
City Hall South, Suite 1900
Atlanta, Georgia 30303

****All other pertinent information is to remain unchanged****

Acknowledgment of Addendum No. 1

Proponents must sign below and return this form with bid to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgment of receipt of this Addendum.

This is to acknowledge receipt of **FC-5900, Citywide HVAC Services** on this the _____ day of _____, 2012.

Legal Company Name of Proponent

Signature of Authorized Representative

Printed Name

Title

Date

FC-5900, Citywide HVAC Services

Addendum No. 1

June 25, 2012

Page 4

Questions & Answers

1. Was a decision made about the bid bond value for the HVAC Services Project? Due to the bid being for a \$/hr rate, I wanted to know what budget amount to use for the bid bond and other OCC forms.

ANSWER: In response to this question, we have revised Part 1 entitled Information and Instructions to Proponents number 7.1 below:

- 7.1 Each Proponent is required to furnish a Proposal Guarantee in the amount of five percent (5%) of the TOTAL straight-time cost amount on the revised Cost Proposal (Exhibit A-1). At the option of the Proponent, the Proposal Guaranty may also be cash, a certified check payable to the order of City or a Proposal Bond in a form acceptable to the City. A surety executing a Proposal Bond must meet the requirements set forth in Appendix B-Insurance and Bonding Requirements attached to the Services Agreement included in this RFP.

EXHIBIT A-1

COST PROPOSAL (Revision 1)

LABOR AND MATERIAL PRICING

Proponent shall provide the quote for labor required for installation and/or repair of HVAC parts that is not normally covered under the contract. This labor pricing guideline shall be used for repairing damages resulting from negligence, vandalism, fire, acts of God and any other act beyond the control of the Contractor, including retrofitting and installation. For the purposes of this agreement, normal operating hours for the City of Atlanta shall be from 8:15 a.m. until 5:00 p.m., Monday through Friday.

Respondents shall quote dollar amounts (\$) for labor during normal and overtime/premium operating hours for the following:

	Straight-time* /per hour	Over-time M-F /per hour	Saturday /per hour	Sunday /per hour	Holiday /per hour
Technician	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>
Master Technician	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>
Project Supervisor	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>
<hr/>					
Total Cost	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>

- Proponents shall submit the most recent catalogue for all parts, materials, and equipment and a corresponding price list.. Price List must be typewritten - pen or pencil will not be accepted.
- The City will pay a 12% mark-up for parts and supplies
- City's allowance for trip charge is \$50.00. The City will pay Contractor \$50.00 per work order (job). Multiple trip charges for the same job are not allowed.
- Proponents' hourly charge should include environmental and any other incidental charges.

***The 20% relative rate for cost as referenced in Part 3 of the RFP will be applied to the Technician straight-time hourly rate.**